



RECEIPT PROCESSING OVERVIEW

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AFMAN 23-110, Vol II, Part Two, Chapter 10, 1 April 2003, is supplemented as follows: This chapter describes responsibilities of Inspectors, Inbound Cargo Movement Element, Procedures and Accountability and other sections. Provides general procedures for receipt processing and problems associated with receipt processing. Also included are procedures for handling specific types of items, local purchase requirements, and information on the use of Logistics Marking and Reading Symbols (LOGMARS) equipment in storing items and conducting warehouse validations. This supplement does not apply to Air Force Reserve or Air National Guard units attached to McChord AFB.

SUMMARY OF REVISIONS

Renumbered paragraphs to agree with the paragraph numbers in the basic manual. Clarifies paragraphs wording to gain a better understanding of the procedural requirements. Changed office symbols and names to reflect the Logistics Readiness Squadron. Changed **10.4.1.5.3**. Removed determined by the Chief of Supply. Changed **10.4.1.5.4**, Remaining copies. Deletes 10.5.2. Due-out releases for JBD items will be delivered by Local Manufacture Section. Deletes 10.5.2.1. All Hazardous Material Pharmacy items will be delivered by the Receiving Section. Changes 10.20.5. Forced due-out releases for JBD items will be processed by Local Manufacturing Section to Inbound Cargo Movement Element. Deletes 10.38.9.1. Only MICAP requirements will be processed prior to the LPS input. Deletes A4.7.4.1. Receiving Section is authorized to reproduce any necessary copies via thermo fax machine or handwritten. Added Attachment 1 Glossary of References and Supporting Information. **A bar (|) indicates a change since the last edition.**

10.3.1.1. The Inbound Cargo Movement Element (62 LRS/LGRDCI) is responsible for processing all receipts marked for the local FB/FE stock record account with the exception of after-hours Mission Capability (MICAP) receipts. Aircraft Parts Store Element (62 LRS/LGRDMA) is responsible for after-hours processing of MICAP receipts.

NOTE: If an **I302** suspect item management notice is produced, property is held until coordination with the Inbound Cargo Movement Element Materials Examiner is accomplished.

10.4.1. Use electronic counting scales for large quantity receipts when available.

10.4.1.4.1.1. Copy 1. Annotate incheck and inspection actions, process through Standard Asset Tracking System (SATS), then send to the Procedures and Accountability Section.

10.4.1.4.1.2. Copy 2. Retain with property until a notice to stock or a due-out release is received.

10.4.1.4.1.3. Copy 3. Use as locally desired.

10.4.1.4.1.4. Remaining copies. Not produced.

10.4.1.4.2.1.1. Copy 1. Maintain as the suspense copy.

10.4.1.4.2.1.2. Copy 2. Attach to the incoming documentation/property.

10.4.1.4.2.1.3. Copy 3. Forward to applicable agency for research.

10.4.1.4.2.1.4. Copy 4. Not produced.

10.4.1.5.2. Copy 2. Retain with the property until notice to stock or due-out release is received.

10.4.1.5.3. Copy 3. During extended periods of computer downtime, use copy 3 as the local purchase receiving document. Forward the copy to Accounting and Finance for vendor payment.

10.4.1.5.4. Not produced.

10.5.1.1. Locally assigned hold bay/tote box designators will be used.

10.5.4.2. The Standard Asset Tracking System (SATS) label is attached to the property and forwarded to the Storage Element.

10.7.2. Inbound Cargo Movement Element (62 LRS/LGRDCI) personnel will accomplish research and other actions on nonfunded 356 rejects only. The Customer Service Center Section (62 LRS/LGRSC) will accomplish research and provide approval for 'J' processing for all funded (budget code 9) receipts.

10.15.2. **NOTE:** The Logistics Readiness Squadron Commander elects to utilize procedures for off-base receipts.

10.17.2. The deployment due-in file is maintained in the Customer Service Center Section/Equipment Liaison Office (ELO) IAW AFMAN 23-110, Vol II, Part Two, Chapter 22. Inbound Cargo Movement Element personnel will, upon receipt of deployment/transfer documents for equipment assets, place property in the holding bay and forward the documents to the Customer Service Center Section/ELO for processing IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, paragraph 22.69.

10.30.1. Inbound Cargo Movement Element personnel will process receipts and forced due-out releases for local manufacture items.

10.34.3. No signature will be required when pilferable items are moved within the warehouse.

10.37.2. **SF Form 364**, Report of Discrepancy/Supply Discrepancy Report, will be used for reporting local purchase discrepancies to the Base Contracting Office.

NOTE: The Inbound Cargo Movement Element Materials Examiner will conduct the Local Purchase Report of Discrepancy Program.

10.38.8. Document flow for the **DD Form 1348-1A**, Issue Release/Receipt Documents, is:

10.38.8.1. (Added) Copy 1. Used to process the receiving documents prior to being sent to Procedures and Accountability Section.

10.38.8.2. (Added) Copy 2. Used as warehouse copy and attached to property.

10.38.8.3. (Added) Copy 3. Used only during computer downtime and then forwarded to the Accounting and Finance Officer.

10.38.8.4. (Added) Copy 4. Not produced.

10.38.9. Customer Service Center Section will process Local Purchase Adjustments and Local Purchase Status, as necessary, to clear any **317 reject**-Status detail not loaded.

10.40.2. The Fuels Management Officer (FMO) is designated as processing agent and all associated transactions will be processed at the Fuels Management Office (BFMO).

10A4.3.2.1. Copy 1. Use for reinput and correction of the receipt input and maintain as the suspense copy.

10A4.3.2.2. Copy 2. Attach to the incoming documentation/property.

10A4.3.2.3. Copy 3. Forward to the applicable agency for research.

10A4.3.2.4. Copy 4. Not produced.

Attachment 10A-11 (Added)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 23-110 Volume 2, Part 2, Chapter 10, 1 April 2003

AFMAN 23-110 Volume 2, Part 2, Chapter 22, 1 April 2003

Abbreviations and Acronyms

DD Form 1348-1A—Issue Release/Receipt Documents

I302—Suspect item management notice

LOGMARS—Logistics Marking and Reading Symbols

MICAP—Mission Capability

SATS—Standard Asset Tracking System

SF Form 364—Report of Discrepancy/Supply Discrepancy Report

317 reject—Status detail not loaded

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